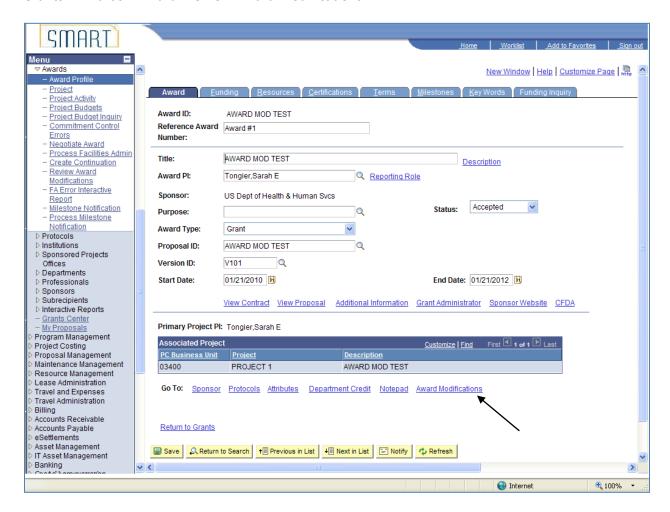
- To modify funding for an existing project that has been generated from a grant:
 - 1. CREATE AN AWARD MODIFICATION IN THE GRANTS MODULE

Grants > Awards > Award Profile > Award Modifications link



 Complete the Award Modifications box with the revised award information (new reference award number, issue date, revised project period dates). The Comments link provides a free-form text box for any applicable user comments.



 Click the Period icon on each line to revise the Amount. Again, the Comment button provides a free-form text box for the user. Click OK.



Click Save to retain the revised award information (in this example we reduced Period 1 funding by \$1,000 – the original award was generated with \$15,435 in Period 1).



REVISE AND RE-FINALIZE THE PROJECT BUDGET TO UPDATE COMMITMENT CONTROL

Grants > Awards > Project Budgets - search for the business unit/project you created the award modification for

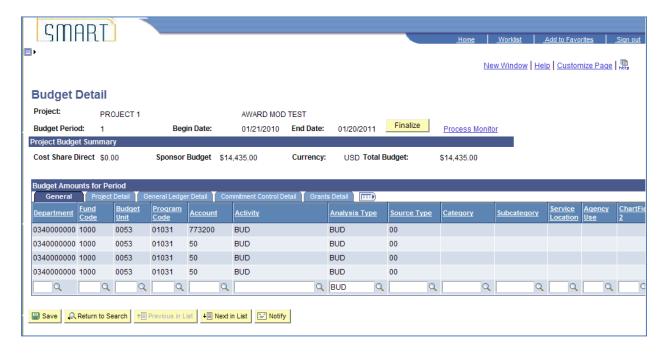
The original BUD lines created by the award generation process will appear as un-editable



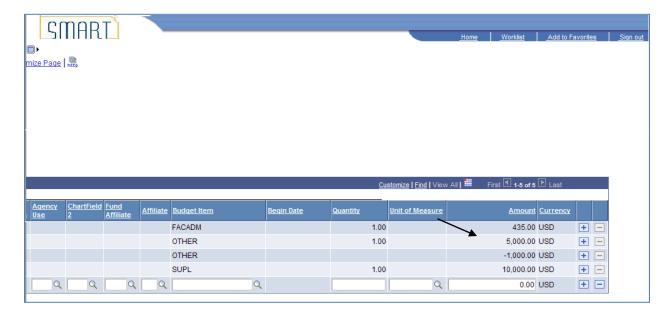
Scroll right and click the plus sign icon to add a new project budget row



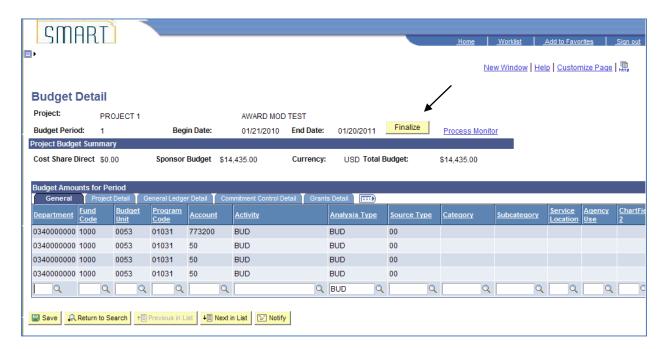
 Enter the chartfields and amount for the change in funding (e.g. if the sponsor reduced your award by \$1,000 you enter a line for -1,000)



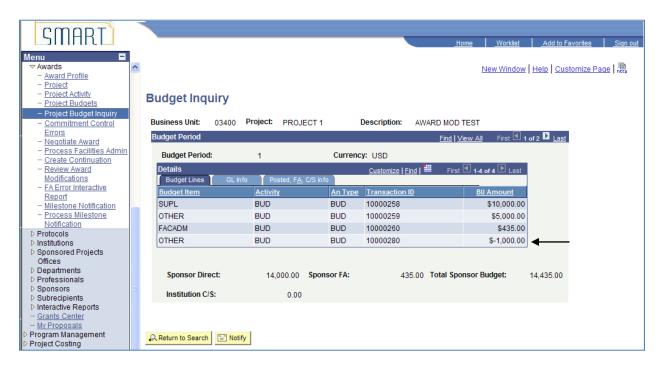
o In this example, I have already processed the -1,000 line during testing so it appears here



 Click Save and then click the Finalize button to send the new budget information to Commitment Control

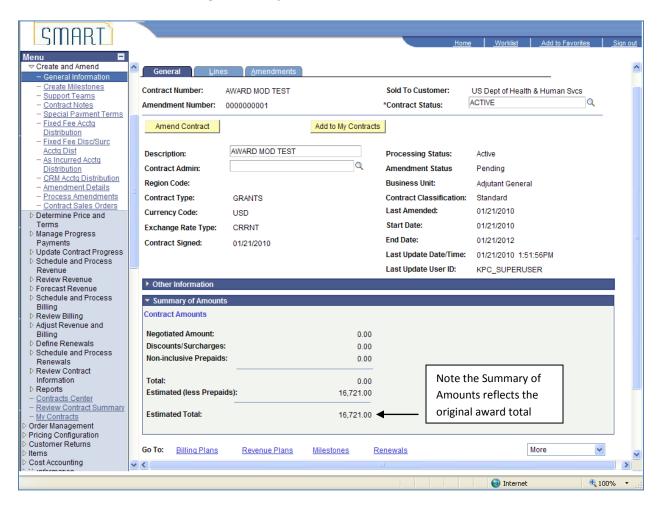


Verify the budget adjustment was sent to Commitment Control by going to Grants > Awards
> Project Budgets Inquiry and confirming the -1,000 appears

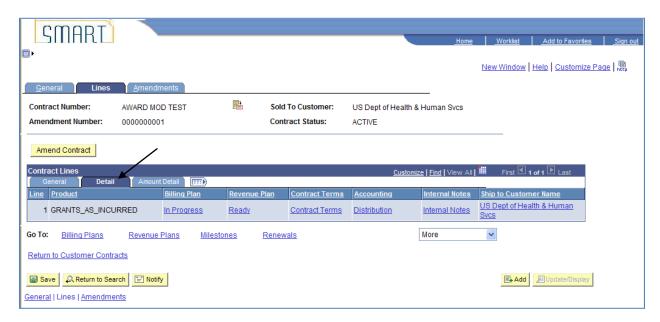


AMEND THE CONTRACT TO UPDATE THE BILLING LIMIT TO THE NEW AMOUNT

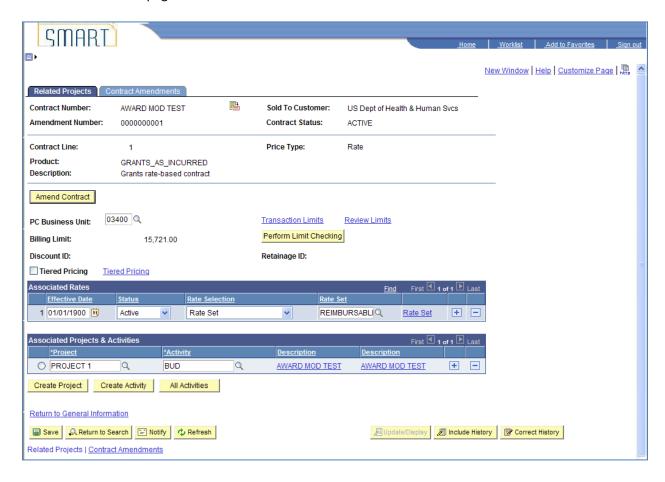
Customer Contracts > Create and Amend > General Information – search for the existing contract created via the award generation process



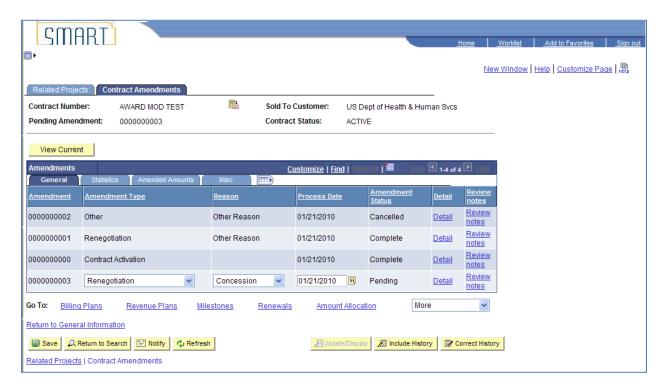
Click on the Lines Tab and then the Detail tab



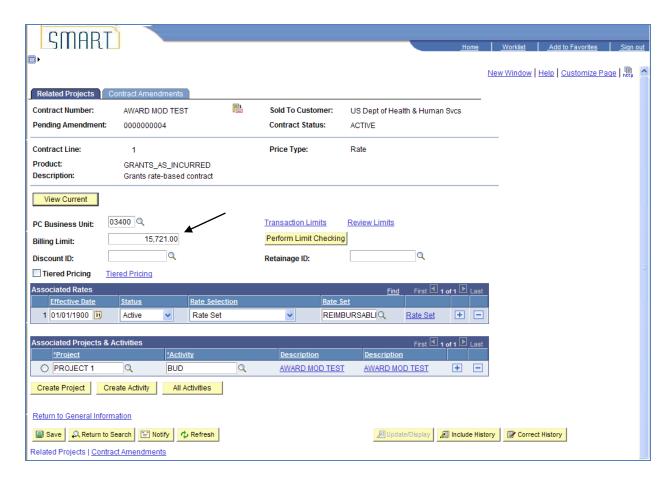
 Click the Contract Terms link to get to the Related Projects tab. Click the Amend Contract button from this page



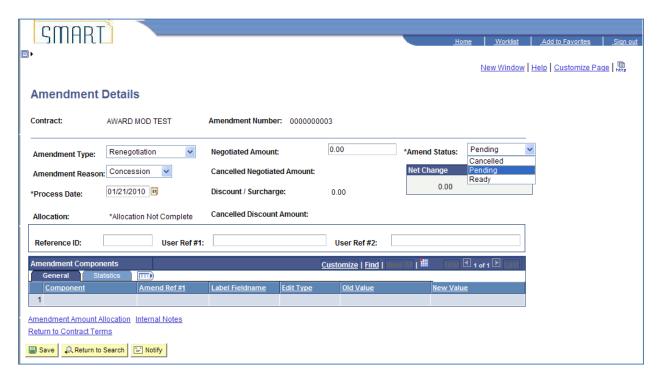
o This will take you to the Contract Amendments tab. Enter an Amendment Type and Reason



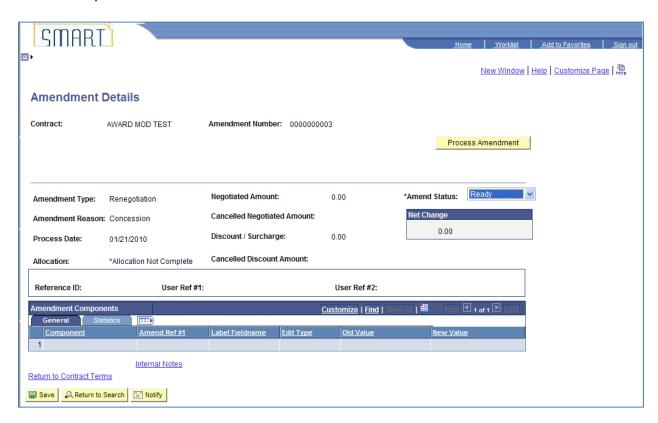
Click on the Related Projects tab and update the Billing Limit field (which is now editable)



 Click on the Detail link on the Pending amendment line and change the Amend Status from Pending to Ready



• This status change will make the Process Amendment button appear. Click it to activate the amendment you created.



 Validate that the Old Value and New Value boxes reflect the correct funding adjustment once the processing is complete

